

COD Processing Update

October 6, 2017

NEWS/UPDATES

- **COD Holiday Schedule For October 9, 2017 (9/29/17)**

The COD School Relations Center will be closed on Monday, October 9, 2017 in observance of the Columbus Day federal holiday. The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, October 9, 2017, but schools will not be able to receive any federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, October 10, 2017.

Further information regarding Columbus Day processing and customer service hours for the COD School Relations Center and other Federal Student Aid/ED call centers is posted in a [September 28, 2017 Electronic Announcement](#) on the IFAP website.

- **REMINDER - Direct Loan Origination Fees Change October 1, 2017 (9/12/17)**

As a reminder, the origination fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans (for both parent and graduate student borrowers) change as of October 1, 2017. Additional operational guidance is provided in a [June 19, 2017 Electronic Announcement](#).

Schools should review these communications and review their systems and Direct Loan records to ensure the correct origination fee is being used.

- **FY 2018 Sequester Required Changes to the Title IV Student Aid Programs (9/11/17)**

On June 19, 2017, the Department of Education posted updated information about the impact of sequestration on the Title IV Student Aid Programs. For more information, refer to the [June 19, 2017 Electronic Announcement posted on the IFAP website](#).

- **COD System Changes to School Reports to be Implemented on October 13-15, 2017 (8/11/17)**

During the period October 13-15, 2017, Federal Student Aid plans to implement COD System changes specific to school reports. The changes are being made to upgrade the COD Reporting database platform (the current platform will soon be obsolete). Federal Student Aid will also make changes to the format and delivery of some of the reports. Several reports will be retired completely. Federal Student Aid encourages schools to review the summary of changes and work with their technology support teams or software vendor to determine the impact to their systems in advance of October 15, 2017.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loans-related issues at this time.

GRANTS

There are no Grants-related issues at this time.

WEEKLY REMINDERS

Keep School Contact Information Current in the COD System (10/6/17)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site.](#)

How to Access Information from the COD Web Site File Share (10/6/17)

As a reminder, Federal Student Aid shares student-specific information through uploaded files via the COD Web Site. We upload these files to the File Share section of the “File Share & Messages” page of the COD Web Site. Authorized school users are able to view and download the customized documents from the COD Web Site. Schools can access the “File Share & Messages” page by completing the following steps:

- 1) Log in to the COD Web Site.
- 2) Click on the “School” tab.
- 3) Enter the required school identifiers and click on “Search.” This will open the “School Summary Information” page.



4) Click on the “File Share/Messages” link on the left-hand side of the page to open the “File Share & Messages” page.

From the File Share section of the page, an authorized COD Web Site user will see a list of uploaded files. A user will click on the “Download” icon to download the File Share document to his or her computer. **Note:** Authorized school users are able to view and download the customized documents from the COD Web Site for a limited period of time.

The COD Web Site will only display File Share documents associated with the school’s Entity ID. If there are no files uploaded for a school, the File Share list will be blank. Schools will be notified via email (or in some cases via a phone call) when a File Share document is available.